



86 MSS/DPCN UNSER ARBEITSPLATZ June 2001

→ → → → → *DUAL LANGUAGE* ← ← ← ← ←
English Version



Summergreetings and a relaxing summer vacation
Your Civilian Personnel Flight

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Length of Service Ceremony



From left to right: Major Dodge (USAFE CTS), Mr. Cecil Saunders (DeCA Europe), Mr. Klaus Seebald, Mr. Alfred Holub, Martin Wonner, Hubertus Schroth and Colonel Edward Pokora (86th Civil Engineering Group).

The recognition of honorees for their length of service has a high value within our agency. The Ramstein Air Base agency chiefs hosted a Service Award Presentation Ceremony on 4 May 2001 to honor 155 awardees. Large was the number of honorees who came accompanied by family members, friends, colleagues and supervisors to the first ceremony of the year.

In the presence of

Colonel James A. Fellows, Commander 86th Support Group
Colonel Edward J. Pokora, Commander 86th Civil Engineering Group
Mr. Cecil Saunders, Deputy Commander, DeCA Europe
Major Timothy Dodge, Representative of USAFE CTS

LTC Kurt P. Pfitzner, 86th Mission Support Group
Mr. Mike D. Bailey, Civilian Personnel Officer
Mr. Hermann Heil, Chief, (Non-US Program)
Ms Brigitte Ruiz, Chairperson Works Council Central
Ms Regina Divivier, Representative of the 86th CEG Works Council

honorees were presented honorary pins, certificates, checks, engraved glasses, CD's and flowers.

Ms Christa Carzoli from the CPO guided through the program and introduced distinguished guests, official representatives for Ramstein Air Base and last but not least the honorees.

Colonel James A. Fellows, Commander 86th Support Group welcomed all distinguished guests and addressed courteous words toward the honorees, their family members and guests. Passages from his speech: I want to start by sharing some of my thoughts in reference to changes. We often find ourselves in situations, positions or otherwise linked with people that we would like to change in one way or another. So how can we change our situation, our boss, our coworker, husbands, wives, children or our teenagers? What can we say to them that will change their perceptions and attitudes? Nothing! Most of us spend far too much time trying to change people. We think we can change them through words. But our children, friends, bosses, coworkers, wives, husbands, etc. don't learn from what we say. They learn from what we do.

Who wants to be taught by lectures and unsolicited advice? We all want to be taught through inspiration. We want someone to show us how it should be done, to show us how it can work. What we tell people to do often goes right by them. Who we are and the example we setdoes not. By being what we want them to be, we can lead by inspiration. We can be a positive source of light instead of only reflecting what we see around us like a mirror. The positive change in us is contagious. When we ourselves change, it is amazing how the people around us change as well.

I believe that there are few absolutes in life. One of them is: "Change always begins with us". So, how is that done? The secret how to achieve this change is not easy. Apply the "Golden Rule." Treat other people precisely as you wish them to treat you. It is not easy, but it is very effective.

In closing he thanked each and everyone on behalf of their mutual employer for remarkable achievements and many changes throughout their careers. He thanked them for their commitment, contributions, performance, continuity, efforts and never ending endurance to constant changes throughout their careers. He recognized the faithful and loyal service toward their mutual employer. He continued that the honorees are living proof that values such as character and personality are important and set the example for others to follow. He closed his

speech with a famous quote from Ralph Waldo Emerson: "What lies behind us and what lies before us are tiny matters compared to what lies within us."

Ms. Divivier and Ms. Ruiz congratulated and thanked all honorees for their engagement and recognized in their speeches the faithful length of service of all honorees.



155 US and Non-US civilian employees reached their length of service anniversary during the time period January through Jun 2001.

The honorees are listed by length of service:

40 Years – Alfred Holub, Wolfgang Paul, Hubertus Schroth, Klaus Seebald, Martin Wonner

35 Years - Peter Edinger, Karl Heinz Gerhards, Eckhard Germeshausen, Karin Kapp-Roth, Peter Kefes, Karl Friedrich Urschel

30 Years – Klaus Becker, Rosemarie Bossert, Klaus Dockweiler, Armin Drumm, Ferhunde Elguen, Uensal Elguen, Klaus Fleckenstein, Guenther Gase, Heidi Graham, Erwin Heinzmann, Henriette Herz, Erika Hirschfeld, Reinhard Huth, Reinhard Ludwig, Monika Martin, Lothar May, Franz Dieter Mayer, Dieter Mueller, Karlheinz Mueller, Hermann Neu, Soledad Pinillos Cediell, Gerd Reichling, Elisabeth Maria Sandl, Klaus Schmidt, Herbert Sebal, Kurt Specht, Klaus Vater, Klaus Vogel, Klaus Walgenbach, Veronika Weick, Lothar Wenz, Norbert Witt, Georgios Ziacas

25 Years – Caroline Allen, Gaspar Alves Pires Da Cal, Sanaa Badawi, Elmar Bettenstedt, Erika Boss, Jeffrey Peter Breeze, Marie Louise Brown, Ilonka Dahl, Regina Divivier, Armin Foerst, Wolfgang Frank, Klaus Dieter Heim, Juergen Herschbach, Martin Johaenntgen, Rudi Junker, Jutta Kinzinger, Christa Klein, Kurt Knieriemen, Andreas Labuniak, Juergen Lang, Walter Leiner, Karl Guenter Lorenz, Charlotte Luley, Ali Mayoglu, Bryant McCrory, Horst Mueller, Walter Mueller, Gabriele Peeck, Joern Riecken, Anton Rutz, Joachim Schenk, Winfried Stoffel, Dietlinde Stotz, Peter Stuhlmuehler, Heinrich Ultes, Gudrun Unnold, Manfred Voelker, Heribert Vollmer, Erhard Walther, Ruediger Weidisch, Heiko Uwe Welp, Karl Heinz Wenz, Kurt Wolf, Wolfgang Zellner, Ludwig Zill

20 Years – Ellen Arnold, Peter Becker, Guenther Demmerle, Ulrich Dobras, Andres Donayre, Erich Werner Dorschel, Hans Rolf Feick, Wolfgang Frenzel, Michael

Hartenstein, Anita Jones Delacy, Volker Klein, Christel Koch, Guenter Kuehner, Birgit Lothschuetz, Klaus Mueller, Beyene Ogbamicael, Elisabeth Pettway, Wolfgang Phillip, Kerstin Randall, Helmut Rausch, Monika Rodriguez, Ricardo Romero, Rudolf Rybak, Martin Schaefer, Friedrich Schaeffer, Werner Schmitt, Bernd Schneider, Klaus Dieter Schneider, Thomas Schneider, Edeltraud Schwetzler, Pia Smith, Andreas Sutter, Wolfgang Sutter, Gerhard Weishaar, Christiane Woll, Sueleyman Yaray

BASIC ENGLISH COURSE FOR TURKISH EMPLOYEES



From left to right: Mr. Hüseyin Demirci, Mr. Zafer Ekinci, Mr. Ali Mayoglu, Mr. Halis Oezkan, Mr. Ibrahim Tas, Ms. Müller (Instructor), Mr. Cahit Cengiz and Ms. Ayten Oezbil

For the first time a basic English course was offered to all Turkish employees by the Civilian Personnel Training Office. The uniqueness of this course was that the instructor conducted the class in Turkish. The employees attended with enthusiasm and worked very hard to complete this course. On 20 Jun 2001 all employees were honored for their diligence with a certificate.

A new course will only take place if there are at least 10 attendees. If you are interested contact Ms Wallace, Civilian Personnel Office, DSN 480-2167/2743.

On-The-Job Accidents



Did you know that any on-the-job injuries or accidents on duty or on the way to or from work has to be reported to your supervisor?

Even if the accident/injury causes no or only a short-term unfitness for work, a report is important to avoid disputes should health problems occur later. In case of a claim the cause or circumstances must be traceable.

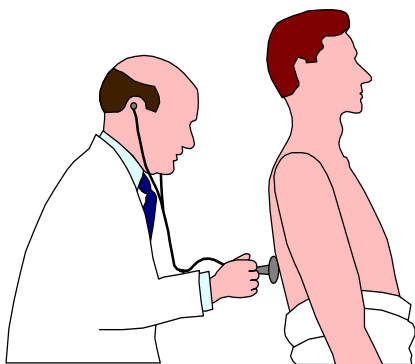
Please make sure to report all on-the-job accidents/injuries to your supervisor as soon as possible. This includes:

- a. Any injury requiring first aid as well as injuries for which the employee obtains medical treatment
- b. Any injury on your way to and from work
- c. Any occupational illness

If injuries require a visit to a doctor or cause unfitness for work, AE Form 385-40A, LN accident report with six copies must be submitted to the civilian personnel office immediately for further processing.

For further information refer to AFI 91-301 or ask Silvia Linn, DSN: 480-2470.

Doctor's Appointment



Doctor's appointments and medical examinations have to be scheduled for off duty hours. Only in justified exceptional cases or if the doctor specifically orders an examination or treatment during duty hours may an employee be excused from work with pay!

The employee has to request this in advance from his supervisor and has to submit a doctor's certificate for the time of the doctor's visit

Reporting to Work

Whether you are sick.... or absent for other reasons

Sick absence and absence reporting.

If you will be late for work or can't come to work at all due to sickness or any other reason, you have to immediately notify your supervisor indicating the reason why you can not report to work on time.

This responsibility can not be delegated to a co-worker or any other person!



That means it is not enough for me to notify my colleague so he/she can notify my supervisor in turn.

Talk to your supervisor and clarify which procedures you should follow in such a case. Misunderstandings can be avoided when exact instructions have been established.

In case of sickness you are also required to provide a medical certificate documenting the unfitness for work to your supervisor not later than the first workday after three calendar days since the beginning of your sickness.

In justified cases the supervisor may request that the medical certificate be provided sooner.

Employee-Management Relations, DSN; 480-5365/7153

Sick during Annual Leave

Finally – vacation time is here! The suitcases are packed and off you go. The best time of the year – who would think about getting sick. But what do you have to do if it does happen?

Notify your supervisor immediately (have your agencies/supervisor's telephone #, fax and address with you).

Provide a doctor's certificate for the time of illness. Be sure to take along an authorization slip for foreign countries (Form E 111) from your health insurance for medical emergencies. It enables you to get a certificate from the doctor abroad for the time of sickness.

Employees with Turkish citizenship who plan to spend their vacation in Turkey need to request Form "T8/1: (only for use in Turkey) from their German health insurance company. Form "T 8/1" serves as proof of a valid health insurance in Germany to doctors and health insurance companies in Turkey. Furthermore it explains the procedures in case of unfitness for work.

Return to work either on the day you were scheduled to return from leave or if your unfitness for work exceeds that day, return immediately after your illness. Days of illness documented by a physician will not count against your annual leave account.

so...enjoy your vacation,
have fun
and above all
....stay healthy!

Conduct and Discipline

Discipline and work moral are the essence of effective teamwork. We all must maintain a work environment that enables both supervisors and employees to recognize and carry out their responsibilities. Clear communication and consistent enforcement of established requirements, early identification of conduct and performance problems, fair treatment and motivation of employees; will help to minimize conduct and disciplinary actions.

Employees are expected to perform the assigned duties conscientiously and to conduct themselves in a proper manner. When employees fail to do so, corrective or disciplinary action may be appropriate. However, the purpose of any action is primarily to correct rather than to punish.

Before initiating an action, the supervisor must consider all aspects of the situation and interview the employee. Take the employee's explanation and point of view in consideration. Then decide on the action that needs to be taken. Records of counseling should be kept with AF Form 971, Supervisor's Employee Brief. Counseling is a communication effort between you and the employee and is not considered a derogatory action in itself. All disciplinary actions and letters of warning must be coordinated with the Civilian Personnel Office beforehand. Supervisors first level or higher, will initiate the corrective and disciplinary actions as necessary. Please contact your Employee Management Relations Specialist for assistance. Tel: 480-5365/7153.

Cash Payment in Lieu of Annual Leave

In general leave has to be taken as paid time off even if the employment is being terminated.

However, if leave can not be taken because of urgent operational requirements or for compelling personal reasons before the termination date, the remaining leave entitlement will be compensated in cash as an exception.

In the past, employees who have been absent due to long-term sickness were entitled to a cash payment in lieu of the remaining annual leave after separation. This was based on an administration of justice of the Federal Labor Court.

In the meantime the Federal Labor Court has changed its interpretation. For us and our operation this change affects especially employees who have been on long-term sick absence and resign without returning to work before the separation date, (e.g., retirement due to disablement). In this case the employee is not entitled to a cash leave compensation.

If you have any questions in regards to this subject contact your Employee Relations Specialist (EMR) at 480-5365/7153.

Please post to Bulletin Board!

**PERSONS AUTHORIZED TO INITIATE AND SIGN
DISCIPLINARY/CORRECTIVE ACTIONS**

In alignment with authorizations by the Secretary of the Air Force delegation of authority in AFPD 36-1 and AFI 36-102, the immediate supervisor (and higher level supervisor) is authorized to initiate and take corrective/disciplinary action. This includes the authority to sign and issue Letters of Warning and letters of formal notice of Termination of Employment.

The Civilian Personnel Officer and his/her functional chiefs are also authorized to sign and issue notices and take action if required by management, if such actions result from reorganization, lack of funds, changes to lower grade based on classification determinations, and similar actions.

Fitness Test

How does this apply to me?

Take the test!

| 1 | 2 | 3 | |
|--------------------------|--------------------------|--------------------------|---------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Life energy |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fitness |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Vitality |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sleep |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Motor/ Drive |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Mind mapping |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Concentration |

1 = always good

2 = most of the time o.k.

3 = missing/bad/not good

Lack of motivation and lack of energy can be signs that your body contains too much fat. Fat is stored in your arteries and blood vessels. That's the bad news!

The good news is.....fat can be burned away. How? Fat is being burned in our muscles. Now right away you'll think about sweating sports such as sprinting, tennis, squash, soccer, etc. or you're out there with a stopwatch taking your time and thinking wow another 10 seconds faster and that at my age. The above sports are anaerobe and don't assist you in burning any fat. You'll burn sugar and carbohydrates because you move too fast and with a low oxygen amount.

In order to start burning fat you must move with a high amount of oxygen in your lungs, meaning in the aerobe area.

The secret is to run easy, light and with a smile!

Why run or walk easy, light and with a smile?

You'll start your body to react if you move with a high amount of oxygen. If you start moving (walk/run) your sugar and fat burning process within four weeks will be 50/50 and after a 12-week period the fat burning has reached 90/10.

The secret to keep vital is the proper movement..... meaning moving with a high amount of oxygen in your lungs and your blood.

Start setting the right impulse!

15 good reasons to start moving:

- ✓ ☐ 100% more oxygen
- ✓ ☐ Concentration periods increase
- ✓ ☐ More mind power (don't forget anything)
- ✓ ☐ Vitality
- ✓ ☐ Life energy
- ✓ ☐ Stress reduction
- ✓ ☐ More endorphins
- ✓ ☐ ACTH increases (the mind becomes crystal clear)
- ✓ ☐ Creativity increases
- ✓ ☐ Immune system will improve quicker
- ✓ ☐ Less or no sicknesses
- ✓ ☐ Body uses more calories 2400 cal vs. 3000 cal (after 3 months you can eat more)
- ✓ ☐ New blood vessels
- ✓ ☐ Cholesterol level and high blood pressure decreases without any medications
- ✓ ☐ Fat burning will kick in

Perhaps you'll find your reason to start moving.

Efficient performance of body and mind is always a matter of good blood circulation. In order to live long and healthy lives one must decrease or reduce the risk factors of closed or blocked arteries, which can lead from arterioscleroses to heart attacks or strokes.

Before you start..... speak to your doctor and take a fitness/blood/cholesterol test.

In three months you can measure the changes. Take the test! And if your doctor didn't start moving by then he/she will definitely start after seeing the results.

The most important sentence in this:

Use it or lose it.

Use it or lose it.....means... don't rest... exercise ..move

Before I read the book "Forever Young" * I really didn't know how to run. Since I read the book I run almost on a daily basis and lost as a positive side effect lots of weight. But it is still more important to me to build new blood vessels, increase my vitality and performance and at the same time decrease my Triglyceride (blood fat) levels. There is no known medication that will decrease your cholesterol level as quick as moving with a high oxygen level.

I wish you much health and fun.... ...moving.

Christa Carzoli

***Sources:**

Book: Forever young (German)

Dr.med. Ulrich Strunz

Cassette: Body and Mind Vitality (German)

Maria Kurz